

## **23rd Judicial Circuit**

Jefferson County

### **Job Title:**

Court Clerk II

(Two positions available)

### **Salary Range:**

\$25,536.00 annually

### **Location:**

23<sup>rd</sup> Circuit Court, Jefferson County Circuit Clerk's Office, Hillsboro, MO 63050

### **Duties:**

Duties will include case management, data entry, reviewing and accepting electronic pleadings, answering telephone calls and sorting mail. This position involves interacting with attorneys, the public, parties to the case and members of the bench. This work involves reviewing legal documents and the entering of minutes of court proceedings. This job requires the application of independent judgment and the interpretation of statutes and regulations. Employees of this class are functioning clerks and most work is performed with a minimum of supervision.

### **Qualifications:**

Knowledge of modern office practices and procedures. The ability to establish and maintain effective working relationships with others. Must be a high school graduate and have two years of either general clerical experience or general college studies.

### **How to Apply:**

Send resume to: [Christy.Scrivner@courts.mo.gov](mailto:Christy.Scrivner@courts.mo.gov)

**Closing Date:** December 23, 2016

*Jefferson County Circuit Court is an Equal Opportunity Employer.  
In compliance with the Americans with Disabilities Act, the court will provide  
reasonable accommodations to qualified individuals with disabilities.*